



MINUTES

Strategic Planning Committee

DATE	August 24, 2005
TIME	10:00 AM
LOCATION	State Library and Archives Large Conference Room
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office		Co-Chair – Perry Comeaux, Department of Administration	✓
Administration, Dave McTeer	✓	Education, Keith Rheault	
Agriculture, Don Henderson	✓	Homeland, Giles Vanderhoof	
B&I, Doug Walther	✓	Military, Miles Celio	✓
CNR, Allen Biaggi		Motor Vehicles, Ginny Lewis	
Kay Scherer	✓	Chuck Conner	✓
Corrections, Jackie Crawford		PEBP, Forrest Thorne	✓
Rich Stewart		Personnel, Jeanne Greene	✓
Cultural Affairs, Scott Sisco		Public Safety, George Togliatti	
Sara Jones	✓	Bob Wideman	✓
DETR, Birgit Baker	✓	Taxation, Chuck Chinnock	
DHHS, Mike Willden		Tom Summers	✓
Michael Torvinen		Transportation, Robert Chisel	
DoIT, Terry Savage	✓	Veteran's Service, Chuck Fulkerson	
Alisanne Maffei	✓	Ace Tan	✓
Kathy Ryan	✓	Wildlife, Terry Crawforth	
George Trennin	✓		

CALL TO ORDER

I Introduction

- Perry Comeaux, Department of Administration, called the meeting to order.
- Perry Comeaux welcomed new attendees to the IT Strategic Planning Committee (ITSPC) meeting. Bob Wideman was representing George Togliatti, Public Safety and Ace Tan was representing Chuck Fulkerson, Veteran's Services.

II Review and Approval of the Minutes

- After review of the July meeting minutes, it was moved to accept the minutes and seconded. The minutes from July 26, 2005 were accepted as presented without changes.

III Committee Updates

- Terry Savage, Department of Information Technology, presented updates on the Nevada Technical Standards Committee. There are five major items prioritized for standards development. Perry Comeaux indicated that this committee will adopt standards for the State of Nevada.
- Dave McTeer gave a brief status on the Enterprise Architecture Committee. Terry Savage provided technical explanations to the current process taking place. Roger Sliva, State IT Architect, described the statewide focus as a shared IT services plan for infrastructure and business services supported by technology.

IV Review Project Management Qualification Process

- George Trennin, Information Systems Manager, presented the Project Management (PM) Pre-qualification process and materials.
- Birgit Baker, DETR, inquired if Level I status may be achieved via the Director of the Agency. George Trennin responded yes, for Level II, III and IV projects, the DoIT Project Oversight Unit will review the qualifications of the candidates and assist the agency in the interview process. ITPOC will make the final determination.
- Sara Jones, Cultural Affairs, recommended interactive interview techniques as well as pre-testing for the planned PM training. The interview and training class exam processes were discussed.
- Kathy Ryan indicated PM training is on track for December if BOE and other procedures go forward as expected.

V Top Ten Issues Ranking

- Alisanne Maffei facilitated the committee's initial ranking of the ITSPC Top Ten IT Issues for 2006. This final listing is to be distributed out to the legislature, ITAB, and other IT Committees for communication of the State of Nevada direction.
- It was recommended to have a presentation to the committee on IT assessments, including trended data.
- Other states funding mechanisms will be researched for applicability to the State of Nevada.
- Implementation strategies and prioritized action plans will be evaluated for incorporation into the ITSPC, including proactive reviews of the status of the identified Top Ten IT Issues.

VI Updates

- Kathy Ryan, DoIT, discussed the status of activity on the Critical Business Technology Assessment Project (CBTAP) stating 65% of the agencies have started. The data is expected to be entered into the repository by November and CBTAP completed by January for ITSPC use.
- Dave McTeer, Department of Administration, presented his updates on the enterprise e-department and video teleconferencing projects. Dave indicated merchant services agreement negotiations are underway.
- The video teleconferencing project is progressing with purchasing rules to be established. The RFP awards for both Manufacturer and Reseller are expected to be awarded by the first of the year. The need for an enterprise video teleconferencing reservation system was discussed. Further review is to take place with the committee.
- The trends in other states for IT Workforce Planning were discussed. An email had been sent out with links to major states plans and related material; Federal Government is aging faster than States employee population, implemented solutions for retirement bubble, states are performing workforce planning but only few have them completed such as Pennsylvania, Georgia, Minnesota, New York, Virginia, rules and regulations are proliferating yet new legislation often competes and collides with other legislation, such as the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA), challenges compounded not just by approaching retirements but also hiring limits, recruitment issues, budget constraints, policy changes, restructuring, technology changes and evolving missions. (see links noted below)
- Jeanne Greene indicated that a workgroup on Workforce Planning in the State of Nevada lead by Shelly Blotter, Chief Personnel Manager, had been formed about one year ago and that a state plan is expected to be issued around October. She stated many agencies have plans already in place. (Note: Once the plan is completed Personnel with assistance from DMV will provide training to agency personnel staff.)

VII Future Issues/New Business

- The Technical Showcase is scheduled for October 12, 2005 at LCB, RM 3100. Not all agencies have submitted their plans to participate.

VIII WRAP UP

- The next meeting of the IT Strategic Planning Committee will be scheduled for Tuesday, September 20th, from 10:00 AM until 12 noon in the State Library and Archives Large Conference Room.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies	Alisanne Maffei
2.	Collect and publish State Videoconferencing Equipment inventory	M. Thorne/ R. Sliva
3.	Draft update for NITOC policy	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Review the highway fund treatment for microwave projects	Alisanne Maffei
7.	Provide update on IT Workforce Planning Initiatives; completed	Alisanne Maffei

Related Links / Contact Information:

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

IT Security email infosec@state.nv.us

Nevada Communications Steering Committee website <http://ncsc.nv.gov/>

NITOC document index http://www.nitoc.nv.gov/document_index.htm#Operations

IT Strategic Planning Committee http://www.nitoc.nv.gov/index_planning.htm

IT Project Oversight Committee http://www.nitoc.nv.gov/index_project.htm

IT Workforce Committee http://www.nitoc.nv.gov/index_workforce.htm

The Critical Business Technology Assessment Program (CBTAP) Tool <http://doit.nv.gov/cbtap/>

<http://www.hrm.state.pa.us/oahrm/cwp/view.asp?=132&q=174485> Pennsylvania Succession Planning

<http://www.gms.state.ga.us/agencysservices/wfplanning/index.asp> Georgia Workforce Planning

<http://www.doer.state.mn.us/wfplanning/pdf/WFPlanningguide.pdf> Minnesota Work Force Planning Guide

<http://www.cs.state.ny.us/successionplanning/> New York Work Force and Succession Planning

<http://www.opm.gov/workforceplanning/WhosDoingWhat.asp> HR Workforce Planning, Federal Government Federal Agency Workforce Planning status

http://www.rand.org/pubs/technical_reports/2005/RAND_TR175.pdf Air Force Competency Flow Model

<http://www.afpc.randolph.af.mil/cp/secccp/strat.htm> Air Force Strategic Action Plan; Multi-Disciplined Workforce

http://www.cps.ca.gov/aboutus/documents/CPS_AgeBubble_ExecutiveSummary.pdf The Aging and Retiring Government Workforce, Center for Organizational Research